

BEDFORD METCO PROGRAM



METCO OFFICE
9 MUDGE WAY
BEDFORD, MA 01730
TEL. (781) 275-1700, x3246, x3247
FAX. (781) 275-4032

Student Monthly Pass Program Policies and Procedures

The Student Monthly Pass Program will be handled in the same format this school year. Your monthly passes are on Student Charlie Cards. These cards are pre-loaded with a monthly pass for the entire 2013-2014 school year as long as payments are kept up-to-date, and the student may also use the same card. They are programmed to shut off on June 30, 2014.

5-Day (\$10.00/month) or 7-Day (\$13.00/month) are available

Students are only allowed to have one card assigned to them. If it is found that a student has multiple cards assigned to him/her it will be considered fraudulent use.

Deadline Payment Dates

1. Please make sure your payment is sent to the METCO Office before or by the deadline dates noted below. Failure to receive payment by the due date will result in the deactivation of your student's pass.
2. I appreciate your prompt attention to these dates. You are always welcome to pay in advance for several months at a time or the whole school year if possible. Cash, Money Orders, and checks are acceptable payments (**Checks and Money Orders payable to: Bedford METCO Program**)
3. **Two payments are due in September.** The payment is for the pass to be activated for the coming month. September's pass payment is due mid-September and October's payment is due end of September. So I urge you to pay for Sept and Oct this evening if possible or the 1st week of school so you do not forget. I send out "Pass Payment Reminders" to families via email, as well as post a notice in the METCO Office for the kids to see. JGMS students may give their payments to Mr. Stephen Joseph, and he will get them to me.
4. **Pass Deadline Dates for 2013-2014 School Year**

<u>For the Month of:</u>	<u>Payment Due Date is:</u>	<u>For the Month of:</u>	<u>Payment Due Date is:</u>
September	September 13	February	January 22
October	September 20	March	February 14
November	October 18	April	March 21
December	November 15	May	April 18
January	December 20	June	May 16